No. D. 1167/Gen

Dated: 18/02/2019

Circular

It has been observed that requirement of NOC for Indian Passport generally involves certain urgency but sometimes the requirement of the same is received either in a very limited time window or the form has been wrongly filled having mistakes such as in the name of employee concerned as well as family members, Serial No. and ID no. of ID card and sometimes spelling of the name is not in accordance with name available in the passport issued earlier.

In order to avoid unnecessary delays for issuance of NOC for Indian Passport or mistake in the name of the employee/s concerned or family members, all concerned are requested to kindly furnish details on the new proforma, which is uploaded on page of General Section along with necessary enclosures as contained in the said revised proforma. It is also to be noted that name should be filled up in accordance with name available in the previous passport, if issued earlier. Soft copy of Identity Certificate (Specimen) may also be sent on registered email id noted below inscribing the subject NOC before sending Hard copy along with all relevant enclosures to General Section so that Identity Certificate (NOC) may be prepared to avoid further complication after obtaining clearance from D.E. Section.

nakhter.reg@amu.ac.in

(Abdul Hamid)
IPS
Registrar

Encl: as stated.

Distribution:

01. All University functionaries
02. Asstt. Registrar, VC/PVC’s Secretariat,
03. PA/PS to Registrar/Finance Officer/Controller
### PROFORMA FOR ISSUE OF IDENTITY CERTIFICATE
IN CONNECTION WITH INDIAN PASSPORT

**DATA MUST BE FILLED IN CAPITAL LETTERS**

1. NAME OF THE APPLICANT : ____________________________

2. FATHER'S NAME : ____________________________

(a) HUSBAND’S NAME (In case of married women) : ____________________________

(b) MOTHER’S NAME : ____________________________

(c) NAME OF DEPENDENT FAMILY MEMBER(S) Mr/Mrs/Miss/Master for Indian National only.

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3. DESIGNATION WITH PLACE OF POSTING : ____________________________

4. DATE OF BIRTH : ____/__/______ 4(a) MOBILE NO. __________

5. NATURE OF APPOINTMENT (Temporary/Permanent) : ____________________________

6. DATE OF 1st CONTINUOUS APPOINTMENT : ____/__/______

7. Whether any disciplinary proceeding is pending or being contemplated against the applicant (YES/NO) : ____________________________

8. Whether there are grounds to believe that the applicant could figure adversely on the security records of the govt. (YES/NO) : ____________________________

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**FOR OFFICE USE ONLY**

JR/DR/AR (Departmental Enquiry Section) is requested to kindly verify the information provided by the applicant against column no. 8 before issuance of the NOC for International Passport to the applicant.

Dealing Assistant/S.O.(Gen)

JR/DR/AR
9. Whether any vigilance enquiry is pending or being contemplated against the applicant. (YES/NO)

: ____________________________________

10. WHETHER APPLYING FOR FRESH PASSPORT (YES/NO)

: ____________________________________

11. IF RENEWAL PRESENT PASSPORT NO. DATE OF ISSUE.

: ____________________________________ : __________________________

12. PERMANENT ID NUMBER

: ____________________________________

13. SERIAL NO. AMU ID CARD

: ____________________________________

14. I have read the following provisions of Section 6(2) of the Passport Act 1967 and certify that these are not attracted in my case:

"Subject to the other provisions of this act, the passport authority shall refuse to issue a passport or travel document for visiting any foreign country under clause (c) sub-section 5 of anyone or more of the following grounds and on no other ground, namely:

15. The applicant shall reply the following queries:

(a) Whether the applicant is a citizen of India. (YES/NO)

: ____________________________________

(b) Whether the applicant may, or is likely to engage outside India in activities prejudicial to the sovereignty and integrity of India. (YES/NO)

: ____________________________________

(c) Whether the departure of the applicant from India may, or likely to be detrimental to the security of India. (YES/NO)

: ____________________________________

(d) Whether the presence of applicant outside India may, or is likely to prejudice the friendly relations of India with any foreign country. (YES/NO)

: ____________________________________

(e) Whether the applicant has, at any time during the period of five years immediately preceding the date of his application been convicted by a court of India for any offence involving moral turpitude and sentenced in respect thereof imprisonment for not less than two years. (YES/NO)

: ____________________________________
(f) Whether any criminal proceedings in respect of an offence alleged to have been committed by the applicant are pending before a court in India (if any, please specify the details of such proceedings).

(YES/NO) 

:__________________________________

(g) Whether a Warrant or summons for the appearance of a warrant for the arrest of the applicant has been issued by a Court under any law for the time being in force or that an order prohibiting the departure from India of the applicant has been made by any such court (if any, please specify the details).

(YES/NO) 

:__________________________________

(h) Whether the applicant has been repatriated and has not reimbursed the expenditure incurred in connection with such repatriation. 

(YES/NO) 

:__________________________________

(i) The above named applicant verify that the above information and particulars to the best of my knowledge are true and correct. Nothing has been concealed.

SIGNATURE OF THE APPLICANT

Verified the above particulars and recommended for issue of IDENTITY CERTIFICATE in connection with INDIAN PASSPORT, as applied for.

Signature of the Dean of concerned Faculty/ with office seal.
Directorate of school Education

Signature of the Head of office with office seal.

Note:- The proforma should be routed through proper Channel (Head of the Department concerned/ Principal of College and Dean of the concerned Faculty, if the applicant is member of the teaching staff), if a School Teacher, it should be routed through the Directorate of School Education and be sent to Deputy Registrar/Joint Registrar (General). This NOC is valid for 6 months from the date of issue.

Instructions to be followed:-

1. Application for NOC must reach in the General Section on or before 10 days before applying online for the Passport.
2. All relevant enclosures should be properly attached.
3. Signature of the Dean concerned in respect of University faculty/Directorate of School Education in respect of school teacher is must.

Enclosures:

1. Two recent unattested color Photographs with white Background and one is to be pasted on the space provided for at the top of proforma
2. Copy of 1st Continuous appointment order along with joining.
3. Copy of the order of present post.
4. Copy of AMU Identity Card issued
5. Copy of Passport in case of renewal.
6. Copy of High School Certificate/Copy of Date of Birth proof.
IDENTITY CERTIFICATE

Certified that _________________________________(only name as per norms of Passport Office), (Permanent I.D. Number __________) S/O or D/O or W/O ________________________________ who is an Indian National, is a temporary/permanent employee of this University from __________________ and is at present holding the post of _____________________ in the Faculty/Department/Office etc. ________________________________

___

(Name of the husband/wife),

___

(Name of the Mother/Father/etc.)

___

(Name of the Daughter(s)/Son(s))

Who are also Indian National are dependent family members of ________________________________ (Applicant’s name only) and his/her identity is certified. This University has no objection to him/her acquiring Indian Passport. The undersigned is duly authorized to sign this identity certificate. I have read the provisions of Section 6(2) of the Passport Act, 1967 and certify that these are not attracted in case of this applicant. I recommend issue of an Indian Passport to him/her. It is certified that this Organization is a central University (Autonomous Body). The identity Card Number of the applicant is ____________.

AR/DR/JR((General)

Copy to:

1. ________________________________, A.M.U. Aligarh
   (Head of the Faculty/Department/Centre/College/School etc.)

2. Prof./Dr./Mr./Mrs./etc. ________________, with the remarks that i) This certificate is issued without prejudice to the right of the competent authority whether to grant leave or not whatsoever; ii) This certificate is issued on the basis of information provided by you in the proforma and verification made by your Head of the Department/Office and iii) If, at any stage, it is detected that the provisions of Section 6(2) of Indian Passport Act, 1967 attracted in your case, you shall be liable for legal course of action at your own risk and cost(iv) This NOC is valid for 6 months from the date of issue and (v) This certificate is issued for obtaining Indian Passport only.

3. Joint/Deputy/Assistant Registrar (Records) along with relevant documents in original

AR/DR/JR